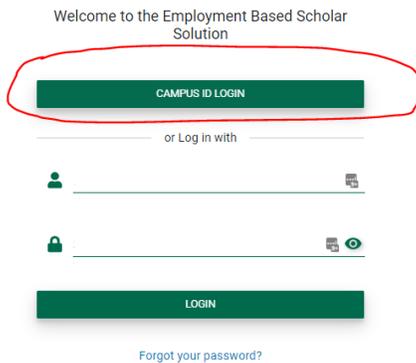
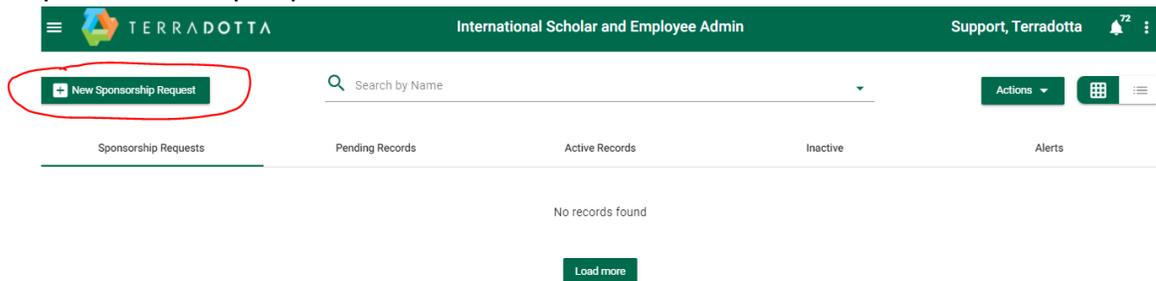


# Scholar Sponsorship Requests (J-1) in TerraDotta (TD) Instructions for Departments PART I

1. Before entering information into the CISP Scholar Sponsorship Request portal, you're advised to review the requirements, eligibility, and to start gathering the supporting documentation needed to complete the request.
2. Cut and paste the follow URL into a new browser: <https://csuohio-iss.s.terradotta.com/index.cfm/?FuseAction=scholarportal.department#/login>
3. Click on "Campus Login ID". Use your single-sign on (CSU ID and password) to log-in. If you receive an error message, please contact the CISP.



4. You are now on the home page of the *International Scholar and Employee Admin* portal- Welcome! Click on the "New Sponsorship Request" button in the top left-hand corner. This will initiate a new request to host a prospective H-1B or J-1.



5. Before proceeding please read the Instructions
  - *Background*
  - *J-1 Exchange Visitor Program Guidelines*



6. Next, review the Sponsorship request questions pertaining to work authorization and previous history at CSU. Answer "Yes" or "No" or if you don't know the answer, please respond "No." This is required.

- Next, check to make sure that the prospective Exchange Visitor isn't already in the TD system by searching their name next to the magnifying glass under "Provide Name of Scholar/Employee".

- If their name is not found, please proceed and fill out as many of the fields as possible, making sure to answer all the required questions. Fields with an asterisk (\*) are mandatory and the form cannot be submitted without a response. Click the green Submit button at the bottom of the right hand-side of the page.

- If you receive an error message scroll back up the page to view the error (in red) and make the necessary changes.
- Once submitted, the CISP will review the initial submission and determine eligibility for visa sponsorship. Once a decision is made, the system will update and notify you via email when the application is ready to move on to the next phase or if more information is needed. In the next phase, PART II you will find more fields to fill out as well as places to upload the required supporting documents needed to complete the J-1 Sponsorship Request Application.

J-1	J-1 Post Docs (employees paid by CSU)
Resume/CV Bank statements/ salary or scholarship letters Research proposal Passport ID page Letter of invitation Approval Signature page from Chair and Dean Any previous DS-2019 or J-1 Visas	Resume/CV Job description Offer Letter/LOI/LOA Passport ID page Any previous DS-2019 or J-1 Visas

This concludes Part I. See Part II Instructions for final steps in the TD *Scholar Sponsorship Requests* process.